

**UNITED STATES  
DEPARTMENT OF INTERIOR  
GEOLOGICAL SURVEY  
Northern Prairie Wildlife Research Center  
Jamestown, North Dakota**

**TEMPORARY RECRUITMENT BULLETIN**

**Announcement Number:** **NPWRC-16-004**  
**Hiring Agency:** INTERIOR, Geological Survey  
**Position Title:** **Biological Science Technician, GG-0404-05 (DEU-TEMP)**  
**Open Period:** **4/7/2016-4/8/2016**  
**Type of Appointment:** Temporary, Excepted Service, Not-to-Exceed 180 days in a Service Year. The work of this project will not exceed 1039 paid hours in a service year. Positions may offer rehire eligibility for subsequent appointments, provided the employee has not exceeded 1039 hours of work in a twelve-month period and has achieved an acceptable level of performance.

**Series/Grade:** GG-0404-05

**Salary:** GG-0404-05: \$15.49 per hour

**Promotion Potential:** The grade level for which you are selected is the full performance level.

**Duty Location(s):** One in Jamestown, ND, US

**For More Info:**

Mark Sherfy  
U.S. Geological Survey  
Northern Prairie Wildlife Research Center  
8711 37th Street SE  
Jamestown, ND 58401  
701-253-5504  
[northern\\_prairie\\_jobs@usgs.gov](mailto:northern_prairie_jobs@usgs.gov)

**Who May Apply:** United States Citizens

**Security Clearance Req:** Public Trust-Background Investigation

**Duration Appointment:** There may be periods of full-time, part-time, and intermittent work.

**What General Information Do I Need To Know About This Position?**

**This vacancy is limited to the first 100 applications received and will close at midnight Central Time on the day this application limit is reached regardless of the closing date specified in this vacancy announcement. Any application received prior to midnight Central Time of the day the application limit is reached will be accepted and considered. You are strongly encouraged to submit all required supporting documents at the time of application should the vacancy close earlier than stated in this announcement due to the applicant limit being reached. Supporting documents will not be accepted once the vacancy announcement closes.**

**Supervisory Position:** No

**Relocation Authorized:** No

**Travel Required:** Occasional overnight travel of up to 20 nights per month may be required.

**Key Requirements:**

Applicants must be U.S. Citizens. Suitable for Federal employment, as determined by background investigation. Overnight travel of up to 20 nights per month may be required.

Selectee must provide a valid driver's license and safe driving record.

A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

You will be required to operate a government-owned or leased vehicle in the performance of your official duties. Applicants for this position must meet the following requirements: (1) possession of a valid State driver's license, and (2) possess a safe driving record. If selected, you will be required to provide proof of a valid State license and a copy of your driving record.

**Throughout the recruitment and hiring process we will be communicating with you via email; therefore, it is imperative that the email address you provide when applying for this vacancy remains active. Should your email address change, please notify the point of contact identified in the vacancy announcement as soon as possible so that we can update your information.**

**Duties:**

This position is in support of an avian research project led by the US Geological Survey at Northern Prairie Wildlife Research Center. The project goals are to determine how land use and management influence breeding bird populations on grasslands enrolled in the Conservation Reserve Program in four states in the northern Great Plains. The incumbent will perform a variety of tasks to gather field data necessary to meet objectives. Major duties include censusing breeding bird populations in grasslands and wetlands and recording vegetation and habitat characteristics. Experience identifying breeding birds (including songbirds, waterfowl, shorebirds, and other wetland and grassland birds) by sight and sound is preferred. Experience identifying plants in the northern Great Plains, including native and non-native species also is preferred. Experience with recording field data and entering into Microsoft Excel is beneficial. Must possess a valid State driver's license. Must be able to carry field equipment, spend long hours walking through uplands and wetlands, and drive field vehicles. The incumbent also contacts private land owners to seek permission to visit their properties and to coordinate those visits. In that capacity, the incumbent is an on-the-ground representative of the U.S. Geological Survey and must maintain a professional appearance and demeanor.

**PHYSICAL DEMANDS:** Field work is extensive, and may require long hours of walking through uplands and wetlands, sometimes over rough terrain, to conduct breeding bird censuses in grassland, wetland, or cropland habitats. Most office work (data management, computer use) is performed while seated, although occasional periods of standing, walking, bending, or carrying light objects are required.

The U.S. Geological Survey has determined that the duties of this position are not eligible for telework.

## Qualifications and Evaluations

**Education:**

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g. Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

If you are qualifying based in whole or part on education, you are required to provide all unofficial transcripts (undergraduate, graduate, etc.) or list of course work, which includes semester hours earned and grade received, by the closing date of this announcement or you will be disqualified from further consideration. This proof may be faxed, to the office (see "Required Documents" and/or "Contact Information"). Please ensure that all documentation is legible. If you are currently employed by the Federal government in the same occupational series as the advertised position, you are not required to submit transcripts at this time.

Education completed in colleges or universities outside the United States may be used to meet the above requirements. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit: <http://www.usgs.gov/ohr/oars/quals/foreign.html>.

#### **Evaluations:**

**Basis of Rating:** Applicants will not be rated or ranked. All applicants that meet the basic eligibility and qualification requirements of the position will be referred to the selecting official in preference eligible order. **NOTE:** If it is determined that you have rated yourself higher than is supported in your description of experience and/or education as described in your resume/application, or that your resume or application is incomplete, you may be rated ineligible, not qualified, or your score may be lowered.

#### **Qualifications:**

For information on basic qualifications, which includes information on whether you may substitute education for specialized experience, please click on the following: <http://www.usgs.gov/humancapital/sw/quals/0404.html>.

If you are qualifying based on specialized experience, you must meet the requirements listed below:

**For the GG-5 level:** Experience or education beyond high school as described below is required: 9 months field party experience OR 3 years sub-professional experience OR 3 years college study related to biology plus 3 months lab or field work experience. Satisfactory completion of a field course in biology may be substituted for the 3 months of field and/or laboratory experience. (Subprofessional experience is defined as technical work performed in support of field or laboratory investigation relating to the biological sciences which provided basic knowledge or skills in gathering, recording, and assembling scientific data; using scientific instruments; setting up and operating test apparatus; and manipulating quantitative data. Experience may include assisting professional employee in such duties.)

**You must meet all qualification and eligibility requirements for the position by the closing date of the announcement.**

## Benefits and Other Information

#### **Benefits:**

Temporary appointees expected to work at least 130 hours per month for at least 90 days will be eligible to enroll in a [Federal Employee Health Benefits \(FEHB\)](#) plan. Individuals eligible under this rule receive the full government contribution to their premiums regardless of work schedule and will also be eligible to participate in the [Flexible Spending Accounts](#) and [Federal Long Term Care Insurance Program](#). Temporary appointees are not covered by the Federal Employee Retirement System and are ineligible for Federal life, dental, or vision insurance.

#### **Other Information:**

The Hiring Official will determine the work schedule based upon project needs. There will be busy periods when those selected will be required to work full- or part-time schedules and other periods when individuals will be placed on intermittent schedules and will only work when their services are required. Those selected will be required to sign a statement of understanding to this effect.

Field work is extensive, and may require long hours of walking through uplands and wetlands, operating motorboats in shallow water and on moderately fast flowing rivers, extensive exposure to sun, insects, and walking over rough terrain to conduct breeding bird census and behavior observations in wetland, riverine and riparian habitats and from blinds. Most office work (data management and computer use) is performed while seated, although occasional periods of standing, walking, bending, or carrying light objects are required.

Applicants who include vulgar, offensive, or inappropriate language or information in their application package will be ineligible for further consideration for this position.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position. USGS employees are subject to Title 43, USC Section 31(a) and may not: (a) have any personal, private, direct or indirect interest in lands or mineral wealth of lands under survey; (b) have any substantial personal, private, direct or indirect interests in any private

mining or mineral enterprise doing business with the United States; or (c) execute surveys or examinations for private parties or corporations.

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

DOI uses E-Verify to confirm the employment eligibility of all newly hired employees. **THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**

## How to Apply

**How to Apply:** Carefully read all information and instructions. It is the responsibility of the applicant to ensure the application is completed. This office will not be responsible for soliciting additional information from applicants and will consider individuals based on their applications and supporting documentation as submitted.

\* **Personally Identifiable Information (PII)** is defined as information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. Please ensure that you have removed all Personally Identifiable Information from all documents prior to submitting or uploading your application material.

Applications must be received via email or fax by the closing date on the announcement to be considered. All application materials must arrive by 5:00 p.m. CDT on the closing date of the announcement, and must include the announcement number of the job for which you are applying.

Submit the following to complete the application process:

- (a) cover letter and resume
- (b) if qualifying for grade level based on education, you must submit college transcripts (can be unofficial) or a list of college courses, specifying title of coursework, completion date, semester or quarter hours earned by course title, and grade earned. If selected you will be required to provide official transcripts.

If claiming 5-point veteran's preference, a DD-214 showing character of discharge is required.

If claiming 10-point veteran's preference a DD-214 showing character of discharge is required and a VA letter showing % of disability is required.

### **APPLICATIONS WILL ONLY BE ACCEPTED VIA FAX OR EMAIL TO:**

U.S. Geological Survey, NPWRC  
Northern Prairie Wildlife Research Center  
8711 37th St SE  
Jamestown, ND 58401  
FAX# 701 253 5553  
Email: northern\_prairie\_jobs@usgs.gov

Application **MUST** include:

### **JOB INFORMATION:**

- Cover letter and resume
- Announcement number, title, grade(s) and duty station(s) of the job(s) for which you are applying

### **PERSONAL INFORMATION:**

- Full name, mailing address (with zip code) and day and evening phone numbers (with area code)
- Country of Citizenship
- Veteran's Preference (10 point, 5 point, not a veteran)
- Highest Federal civilian grade held, if applicable (also give job series and dates held)

### **EDUCATION:**

- High School (name, address, including zip code if known)
- Colleges and universities (address including zip code if known)
- Majors

- type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Send a copy of your college transcripts or list of college courses completed. Specify title of course, semester or quarter hours earned for each course, date completed, grade earned.

**WORK EXPERIENCE:**

- Give the following information on your paid and unpaid work experience related to the job:
- Job Title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone numbers
- Starting and ending dates (**MONTH, DATE and YEAR**)
- HOURS PER WEEK**
- Salary
- Indicate if we may contact your current supervisor

**OTHER QUALIFICATIONS:**

- Job-related training courses (title, length, date taken)
- Job-related skills (i.e., other languages, computer software/hardware, tools, machinery, typing speed, first aid, etc.)

**Required Documents:**

If you are claiming veterans' preference you must provide a legible copy of your DD-214, Certificate of Release or Discharge from Active Duty, member 4 copy or any official documentation or statement from the Armed Forces that confirms your dates of service and that your separation, discharge, or release from active duty was under honorable conditions (i.e., Honorable or General Discharge). Note: If you have more than one DD-214 for multiple periods of active duty, submit a copy for each period of service.

If you are currently on active military duty, you must provide documentation (e.g., campaign document, award citation, etc.), that verifies entitlement to veterans' preference and that your character of military service is honorable.

If you are claiming 10-point veterans' preference, in addition to the documents specified above, you must also submit documentation that supports your claim, e.g., an official statement from the Department of Veterans Affairs (dated 1991 or later) or from a branch of the Armed Forces certifying the existence of a service-connected disability, or the award of the Purple Heart, etc. The overall rating must be identified on your certification letter or separation orders.

Documentation must be received by the closing date shown in this vacancy announcement. If you fail to submit any of the required documentation, you will not be granted veterans' preference. Additional information on veterans' preference can be found in the [VetGuide](#).

**What to Expect Next:**

If you are rated as a qualified candidate, you will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified via email.